



City of Dickinson Community Development

Address Request Application

Property Information

County Property ID: _____

County Appraisal District No.: _____

Legal Description: _____

Acres: _____ Floodplain: _____

Property Owner Information

Owner: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Applicant / Agent Information

Applicant: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Current and Proposed Uses

Current Zoning: _____

Current Use Type: Residential Multi-family Multi-Use*
 Commercial* Industrial* Telecommunication tower

Current Use: _____

* Commercial uses must be specific *

Proposed Use Type: Residential Multi-family Multi-Use*
 Commercial* Industrial* Telecommunication tower

Proposed Use: _____

* Commercial uses must be specific *
 ** if use is not in compliance with zoning code, registration is required **

Addressing Details

What street does the front door face? _____

What is the property address across the street? _____

What is the property address to the right? _____

What is the property address to the left? _____

Reason for the request:

Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. By my signature, I hereby affirm that I am the **property owner** of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is **complete and accurate**, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's Fee Schedule. This (FEE) is **non-refundable** even in the event of application withdrawal. I have the power to authorize and hereby grant permission for **City of Dickinson Officials** to enter the property on official business as part of the application process.*

Signature: _____ Date: _____

Printed Name: _____

Staff Use Only

Date Received: _____ Number: _____

Plan Review Use Only

Zoning _____

APPROVED: DENIED

Fire: _____

APPROVED DENIED

Building: _____

APPROVED DENIED

Address Request Requirements Checklist

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information regarding zoning is found in Chapter 18 - Zoning of the Dickinson Code of Ordinances.

- Application – complete with signature.
- Authorization:
 - Proof of Ownership – submit county appraisal information verifying ownership. If county appraisal information is not correct, submit deed.
 - Agent Authorization – if you are an agent and not the property owner, submit a notarized statement from the owner naming you as agent for this application (Template available upon request).
 - Signatory Authorization – if the property is owned by any entity or corporation and not an individual, submit Articles of Incorporation or other official documentation verifying signatory authorization.
- Plat – copy of the recorded plat.
- Existing Site Plan –site plan showing the location with dimensions. If the request is for a multi-tenant building, submit a site plan showing each tenant space.
- Nonconforming Uses – if the current use or structure does not meet the current zoning code, submit copy of approved certificate of occupancy nonconforming.
- Proposed Site Plan – site plan showing the location with dimensions, if applicable.

Submission requirements for Site plans:

2 copies

Showing the location of the space outside to be occupied
with calculations and
with dimensions

including:

- Fire lane
- Parking - If multi-tenet use, parking plan must include all uses.
- Lighting (Emergency and site lighting)

*** Scaled, detailed plans may be required ***